

Glossary of Terms

For SACEi Leaders and Teachers



Term	Description
askSACE	Provides expert advice to students and schools with queries regarding SACE Management (e.g. enrolments, Recognition, Special Provisions, Students Online and Schools Online)
Assessment Design Criteria	The criteria used to design SACE assessments and assess student work.
Teaching school	The school that provides the teaching of the subject (physically or online) and responsible for resulting the student.
Contact school	The school where students spend most of their time and where their overall progress is monitored.
Assessment school	The assessment school is most often the teaching school. However, if classes from different schools combine to form an assessment group of the schools is nominated the assessment school and responsible for submitting the results sheets to the SACE Board.
Assessment group	The group to which students belong for assessment in SACE subjects (there can be one or more classes in an assessment group).
Assessment task	An activity, item, or instrument used for assessment in SACE subjects.
Assessment type	One or more assessment tasks of a similar type. Assessment types for a subject are specified in the subject outline.
ATAR	Australian Tertiary Admission Rank (ATAR) A rank used by universities to select students for entrance into courses (ranges from 0 to 99.95).
Breach of rules	A breach of rules occurs when a student has not abided by the rules for undertaking SACE assessment or when a teacher is unable to verify that work submitted is the student's own.
Capabilities	The 7 generic or soft skills students develop through their SACE studies.
Collusion	Collusion is when more than one student contributes to a piece of work that is submitted as the work of an individual student. Collusion is a breach of rules in the SACE.
Compulsory requirements	The compulsory requirements for SACE International students are: Numeracy requirement – a mathematics subject in Stage 1 or Stage 2 (10 credits) Literacy requirement – an English subject in Stage 1 or Stage 2 (20 credits) 200 SACE credits overall that includes at least 60 credits at Stage 2 To achieve the SACE students must complete these requirements a grade of a C grade or higher at Stage 1 and a C- grade or higher at Stage 2. There are additional compulsory requirements for students studying the SACE in Australia that include: Stage 1 Personal Learning Plan Stage 2 Research Project
Credits (10-credit vs. 20 credit)	10 credit SACE subject = 1 semester or half-year (60 hours of teaching time). 20 credit SACE subject = 2 semesters or full-year (120 hours of teaching time).
SACE Officer - Curriculum and Assessment	The SACE Board contact person for subject-specific advice. Contact details are on the website page for each subject.
Cut-off dates	The final date where schools have access to add/modify/delete student or enrolment data in Schools Online.
Directly and indirectly supervised assessments	Directly supervised assessments are tasks undertaken under the direct supervision of the teacher at all times. Indirectly supervised assessments are tasks periodically supervised by the teacher (e.g. through work in progress checks, submission of drafts and discussions)

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Due dates	The target date (used for planning purposes e.g. moderation) for schools to enter their subject enrolments in Schools online.
Enrolment and Assessment Group Confirmation Class Lists	Report available in Schools Online for the purposes of checking class information and student enrolments.
Evidence of learning	The knowledge, skills, and understanding that students demonstrate through assessment tasks are evidence of learning.
Examination centre	In most cases this is the student's contact school. This is where the student physically sits their final examination.
External assessment	All Stage 2 Board-accredited subjects have a 30% external assessment component. External assessments may be examinations, investigations or performances. External assessments are set and marked by the SACE Board. In some subjects the teacher may also be required to mark the external assessment. External assessment applies only to Stage 2 subjects.
Final result	Overall quality assured result for a subject.
Information sheets and forms	Information sheets and forms support administration and management of the SACE. Information sheets and form are available on the SACE website .
Investigations (as an external assessment type)	External assessments other than performances and examinations are called as 'investigations' for operational purposes.
Invigilator	Person(s) supervising an examination.
Key dates	The dates of important events in the assessment cycle. Key dates can be found in the online calendars.
Learning and assessment plans (LAPs)	A form that documents the summative assessment activities for a subject. Schools are required to have a learning and assessment plan for every SACE subject taught.
Learning requirements	The knowledge, skills, and understanding that students are expected to develop and demonstrate through their learning in each subject.
Materials submission	Materials submission is the process of submitting student work to the SACE Board for marking and/or moderation. Materials are submitted in Schools Online.
Moderation	Moderation is the process for quality assuring the results of students for school assessment in each school. Moderation is based on a sample of student work from each school. At Stage 1, moderation is conducted in compulsory subjects only (which for SACEi schools are English and mathematics subjects). At Stage 2, moderation is conducted in all subjects.
Stage 1 Moderation sample form	The moderation sample form identifies the students in the moderation sample for Stage 1 English and Mathematics. Teachers submit the form with the student materials.
Moderation sample	The sample of student work selected for moderation according to SACE Board parameters. There are different parameters for selecting the moderation samples for Stage 1 and Stage 2.
Online calendar	A calendar containing the key dates and important events in the assessment cycle. Online calendars are available on the SACEi website . There are separate online calendars for the Northern hemisphere and Southern hemisphere assessment cycles.

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PLATO	PLATO (P rofessional L earning in A ssessment and T eaching O nline) is the SACE Board's online professional learning platform. PLATO is available for all SACE International teachers and leaders. PLATO can be accessed from the SACE website .
Performance Standards	<p>Descriptions of levels of achievement (A to E) in a subject outline. Performance standards describe the knowledge, skills, and understanding that students demonstrate at each grade in a subject.</p> <p>Teachers use the performance standards to determine grades A to E (Stage 1) and A+ to E- (Stage 2).</p>
Plagiarism	<p>Plagiarism is the act of representing someone else's work (research, writing, creative work etc) as your own, without the referencing or acknowledging the true author or creator.</p> <p>Plagiarism is a breach of rules in the SACE.</p>
Stage 2 predicted results	<p>Stage 2 predicted results are used to calculate a mark for students who are absent or ill during or immediately before an external examination or performance.</p> <p>Schools submit predicted results for all students before external examinations and performances.</p>
Principal's delegate	<p>A person appointed by the principal to act of their behalf in SACE quality assurance and operational matters. The Principal's Delegate role in Schools Online has access to all functions including enrolments, results and reports and is responsible for maintaining user accounts and submitting results sheets in Schools Online</p>
Quality assurance cycle	<p>There are four phases in the SACE quality assurance cycle: planning, clarifying, confirming, and improving. Each phase is based on the interconnected responsibilities of the SACE Board, school leaders, teachers and students. These interconnected responsibilities assure the integrity of SACE assessments.</p>
Recognised learning	<p>The SACE Board recognises and grants SACE credits for appropriate qualifications, subjects, courses, or learning experiences gained by students in other programs.</p>
Record of Achievement	<p>The Record Achievement is the official transcript of students results in SACE subjects.</p>
Request for moderation (Stage 1) and moderation cycle	<p>Schools must submit student samples for moderation in Stage 1 English and mathematics subjects (and be confirmed two years) in a row before they are placed on the 3-yearly moderation cycle. The SACE Board advises schools early in the assessment cycle whether student samples will be required for Stage 1 moderation in that cycle.</p>
Results	<p>The grades (Stage 1 A to E / Stage 2 A+ to E-) that students receive for assessment types and overall subject achievement in the SACE.</p>
Resulting	<p>The process of submitting results to the SACE Board in Schools Online.</p>
Results sheets	<p>The forms in Schools Online used to submit student results and materials to the SACE Board.</p>
Results reports	<p>The reports and data about student results available to Principal's Delegates in Schools Online when results are released.</p>
SATAC	<p>South Australian Tertiary Admissions Centre.</p> <p>SATAC calculates the ATAR for SACE students and processes applications for university study in South Australia and the Northern Territory.</p>
SACE Coordinator	<p>The SACE Coordinator is responsible for management of the SACEi program in the school. The SACE Coordinator supports teachers and students in the SACE program. The SACE Coordinator is the central point of contact between the SACE Board and the school.</p>
SACE registration number	<p>Students are allocated a SACE registration number when they are first registered for the SACE. A SACE registration number has 6 numbers followed by one letter (e.g. 123456Z) after providing specific personal information.</p>

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SACE requirements	<p>To complete the SACE, students need to achieve 200 credits in total (where 20 credits = a full-year subject). For SACEi students this means they need to complete 5 x 20 credit subjects per Stage</p> <p>Some credits must come from compulsory requirements, and the rest are from subjects that suit students' interests and career goals. Students must achieve a grade of C/C- or better in the compulsory requirements to be awarded the SACE.</p> <p>Compulsory requirements</p> <p>Numeracy requirement – a mathematics subject or course in Stage 1 or Stage 2 (10 credits).</p> <p>Literacy requirement – an English subject or course in Stage 1 or Stage 2 (20 credits).</p> <p>At least 60 credits (at C- or better) must be at Stage 2 level.</p>
School Assessment	<p>School Assessment</p> <p>School assessments are tasks designed by teachers, in accordance with the specifications in the SACE subject outlines, that students complete during the assessment cycle. Teachers mark school assessments using the performance standards. The SACE Board quality assures schools assessment results through moderation.</p> <p>All subjects at Stage 1 are 100% school assessed.</p> <p>All subjects at Stage 2 are 70% school assessed.</p>
Schools Online	Schools Online is the SACE Board's system for managing student enrolments and results.
Special Provisions	Special provisions support students who have a disability, or have been affected by misadventure or personal circumstances beyond their control, to participate in the SACE.
Stage 1	Stage 1 of the SACE is equivalent to Year 11.
Stage 2	Stage 2 is equivalent to Year 12.
Students Online	Students Online is the SACE Board's system for students. It allows students to check their details, view results and track their SACE progress.
Subject assessment advice or reports	Subject assessment advice or reports provide information and advice for teachers about the previous year's assessment cycle. Subject assessment advice is available for all Stage 2 subjects. Subject assessment reports are available for all Stage 1 English and mathematics subjects.
SACE Subject codes	The SACE subject code is 5 characters including the Stage, subject code and credits (e.g. 2CME20 for Stage 2 Chemistry 20 credits).
Subject outline	The curriculum or syllabus for SACE subjects. Subject outlines include content and assessment requirements for each subject.
Supervised tasks	Supervised tasks are completed under the direct or indirect supervision of the teacher or authorised person. Some assessments, such as a written examination or test, are directly supervised, and others, such as an investigation, are indirectly supervised.
Support materials	Support materials are resources that teachers can use to support their delivery of SACE subjects.
Teaching and learning programs	A range of Stage 1 and Stage 2 teaching and learning program examples are provided to support teachers in their planning.
Variations - Moderation Materials (VMM)	<p>A Variations – Moderation Materials form (VMM) is completed to advise moderators of an issue with the work of a student in the moderation sample (e.g. missing task, special provisions etc.)</p> <p>The option to submit a VMM is available in the Results Sheets in School Online.</p>